

YOUTH SERVICES POLICY

Title: Office of Juvenile Justice (OJJ) Community Liaison Councils Next Annual Review Date: 12/11/2016	Type: A. Administrative Sub Type: 1. General Number: A.1.17
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References: ACA Standards 2-CO-1G-01 (Standards for Administration of Correctional Agencies); 4-JCF-6G-01 (Performance-Based Standards for Juvenile Correctional Facilities); 2-7016 and 2-7223 (Juvenile Probation and Aftercare Services)	
STATUS: Approved	
Approved By: Mary L. Livers, MSW Ph. D., Deputy Secretary	Date of Approval: 12/11/2012

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish regional Community Liaison Councils within YS/OJJ, where members shall be appointed to:

- Serve as advocates for YS/OJJ;
- Serve in an advisory capacity to the Deputy Secretary;
- Educate the general public on juvenile justice matters;
- Assist the agency in presenting a positive public image and suggest methods for improvement of this image;
- Review issues facing the agency (particularly in their region) and have input in achieving major objectives as requested by the Deputy Secretary;
- Serve as partners to move initiatives forward; and
- Assist in identifying available resources in the community, statewide and nationally.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, Facility Directors, Regional Managers, and appointed members of the YS/OJJ Community Liaison Councils.

IV. DEFINITION:

Community Liaison Councils – Regional Council consisting of members appointed by the Deputy Secretary to serve in an advisory capacity as advocates for YS/OJJ and to advise the Deputy Secretary and educate the general public on juvenile justice matters.

V. POLICY:

It is the Deputy Secretary's policy that Community Liaison Councils be created within YS/OJJ for the Northern, Southeast and Southwest regions. Council members may tour/visit YS/OJJ secure care facilities and regional offices within their region as frequently as deemed necessary in consultation with the Regional Director.

VI. COUNCIL MEMBERSHIP:

- A. Council members serve at the will of the Deputy Secretary.
- B. Membership of the Community Liaison Councils shall be comprised of business professionals, public officials, industry/organizational leaders, and representatives of the general public.
- C. Members shall demonstrate a commitment to their region, know their community needs, and be interested in furthering systemic reform.
- D. Following the initial appointment of members to the Regional Community Liaison Councils, membership shall be reviewed every two (2) years by the Deputy Secretary.

VII. STRUCTURE OF REGIONAL COMMUNITY COUNCILS:

- A. There shall be seven (7) to ten (10) Council members appointed per region.
- B. A chairperson shall be selected for each regional Council by the Deputy Secretary.
- C. Two (2) Regional meetings shall be held each year and staffed by the appropriate Regional Director.

VIII. ANNUAL STATEWIDE COUNCIL MEETING:

There shall be one (1) annual statewide Council meeting each year led by a Regional Chairperson on a rotating basis.

IX. COUNCIL MEETING ATTENDANCE REQUIREMENTS:

- A. Members shall attend one (1) of the two (2) regional meetings in person, and may opt to teleconference the second meeting if necessary.

- B. Members shall attend the annual statewide Council meeting in person.

X. RECORDKEEPING:

- A. An agenda shall be prepared prior to each Council meeting by the Regional Chairperson.
- B. Minutes of each Council meeting may be transcribed and forwarded to each member, the Deputy Secretary, Assistant Secretary, and Regional Directors.

Previous Regulation/Policy Number: N/A

Previous Effective Date: N/A

Attachments/References: